



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Office Technician (Typing)	549-951-1139-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Office Technician	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Chino Sector	Chino Sector Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general supervision of the Supervisor II (District Administrative Chief) and in close collaboration with the Chino/Citrus Park Manager, the Office Technician-Typing (OT) is responsible for the efficient operation of the Chino Citrus Sector Office and the Sector's business and administrative services. This includes but is not limited to general clerical procedures, office reception, answering phones, using various computer programs and applications, compiling data, processing and handling mail, filing, assisting with accounting and budgeting functions, purchasing, assisting special events and permits, fee collection, and handling other administrative work pertaining to the sector. This position will on occasion be tasked with assisting the District Administrative Services team with various duties. This position may be required to travel throughout the district or state for operational need. The position is located at the Chino Sector Office, 1879 Jackson Street, Riverside, CA, 92504.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	ADMINISTRATION Performs all office procedures related to the duties of this position in accordance with established departmental and district guidelines. Ensures correspondence is processed efficiently, accurately, and in a timely matter, and is responsible for the creation of letters, memorandums, notices, reports, and other required correspondence such as annual budget notices, updates to management and emergency plans and policies, etc. Tracks annual budget, updates emergency plans and policies annually, assists with special event processing, sells annual passes and collects fees associated with such events, manages various records and complies with retention schedules, prepares reconciliation reports and reports of collection, and is responsible for the maintenance associated with the Recreation and Reservations Sales Service (R2S2) equipment used for Visitor Services. Creates office procedures for the sector to support administrative functions, processes vehicle monthly reports and other documents in a timely manner, ensures proper maintenance, servicing, and operation of office equipment (copier, printers, credit card machine, postage meter), supports Park Manager in seasonal and permanent hiring (scheduling and preparation of documents), and ensures the front office is kept neat and clean, as required to be presentable to the public.	
30%	PURCHASING/ACCOUNTING Acts as the Sector's main purchaser to support various disciplines including the maintenance and public safety programs, acts as the petty cash custodian, processes 285s, purchase orders, P-	

	card purchases and reconciliations, vouchers, and other procurement processes in Fi\$CAL. Assists with tracking the annual budget for purchasing and seasonal labor, works with district staff to meet year end deadlines, runs expenditure and encumbrance reports to reconcile and supports the Park Manager as requested.	
20%	VISITOR SERVICES Assists seasonal staff with visitor services operations to include processing required reports, issues that arise in the R2S2 systems, low-level issues pertaining to visitors including refunds of reservations, day use, etc. Acts as a lead/trainer for visitor services seasonal staff.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	HOUSEKEEPING Keeps public areas of Sector office clean and presentable, takes sector vehicles for car washes when needed, and assists with cleaning common areas to include restrooms and breakroom areas.	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Work involves moderate exposure to unusual elements such as extreme temperatures (over 100 degrees in the summer), possible elevated heights, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Daily and frequent use of a computer and a variety of software programs and applications, prolonged sitting, and interaction with visitors, community organizations, students, and other entities. Must be able to lift/push/pull up to 20 pounds.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Must possess and maintain a valid California driver's license. Must pass a criminal background check, and be able to type no less than 40 WPM.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE